

**Enrolled Minutes of the Sixty-ninth Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Plenary Business Meeting
Monday, August 27, 2018**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, August 27, 2018 at 6:40 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, and Konnie Kuiper were present. Councilor Steve Wagner was absent owing to work. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council reviewed and discussed the agenda of the imminent regular meeting.
2. The Town Council discussed the request for a new hire in the Public Works Department (Agency) and its impact on the authorized full-time force strength. It was noted that even with the hire authorized, the department was below its authorized staffing level.
3. The Building Commissioner reported that the Code Enforcement Officer, Paul Buckman, tendered his resignation to be effective on August 31, 2018. The Building Commissioner asked that he remain until a successor could be hired and trained.
4. The Clerk-Treasurer and the Town Council discussed the tax collection for FY 2018 as projected in the tax abstract, showing that a multi-year tax refund was won by Meijer Store in Highland, would render a 93% tax collection after allowing for circuit breaker but before allowing for late payments. It was further noted that the circuit breaker impacted final collections for FY 2017 bringing an effective collection rate of 93% to "protect" the debt service levies.

The study session ended at 7:01 O'clock p.m.

Regular Plenary meeting. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary meeting on Monday, August 27, 2018 at the regular starting time of 7:02 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Mark A. Herak presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Bernie Zemen. Councilor Steven Wagner was absent owing to a work commitment. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Town Attorney; Peter T. Hojnicki, Police Chief; John M. Bach, Public Works Director; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner were present.

Also present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat of the Waterworks Board of Directors were also present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 13 August 2018 were approved by general consent.

Special Orders:

1. **Executive Proclamation:** A Proclamation Declaring the Month of September as Childhood Cancer Awareness Month in Highland. The Clerk-Treasurer read aloud and the Town Council President adopted the proclamation with his signature.

TOWN OF HIGHLAND
PROCLAMATION OF THE TOWN EXECUTIVE

A PROCLAMATION IN RECOGNITION OF SEPTEMBER 2018 AS CHILDHOOD CANCER AWARENESS MONTH

- Whereas,** In the past twelve months, more than 26 Northwest Indiana children have been diagnosed with Cancer, some for the second time, and in the past year, three children have lost their lives to Cancer;
- Whereas,** Childhood cancer remains the number 1 disease related killer of kids in the United States with 1 in 5 children terminal at diagnosis;
- Whereas,** Three in five children diagnosed with childhood cancer suffer life altering impacts of treatment that significantly alter their quality of life and 1 in 285 children will be diagnosed with cancer before the age of 20;
- Whereas,** Childhood cancer is on the rise. Childhood cancers and adult cancers are different, yet we continue to use downsized adult cancer protocols on kids with many times the devastating effects;
- Whereas,** The lack of childhood cancer research has tremendous impact to kids and significant costs to society, now and in the future;
- Whereas,** Despite these facts, childhood cancer research is vastly and consistently underfunded, as less than 4% of the National Cancer Institute's budget is solely dedicated to childhood cancer research and in 25 years the FDA has initially approved only two drugs for any childhood cancer and half of all chemotherapies used for children's cancers are over 25 years old;
- Whereas,** The incidence of childhood cancer is on the rise with an estimated 16,000 children diagnosed every year (43 per day) in the United States and of those 43 children per day, eight will die;
- Whereas,** The incidence of cancer among adolescents and young adults is increasing at a greater rate than any other age group, except those over 65 years of age and an estimated 2,900 children die each year of cancer in the United States alone, with the average age of death for a child with cancer being 8, producing a loss of 69 years of expected life;
- Whereas,** Many adult cancers can be diagnosed early, however, in 80% of kids, cancer has already spread to other areas of the body by the time it is diagnosed; and
- Whereas,** The causes of most childhood cancers are unknown and at the present, childhood cancer cannot be prevented and families who are or have been in treatment work tirelessly to change these alarming statistics; and,

Now, Therefore, I, Mark A. Herak by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim the month of September 2018, as **Childhood Cancer Awareness Month** in the Town of Highland;

Be it Further Proclaimed, That the citizens of Highland are hereby urged to educate themselves on the issues related to childhood cancer, and to join with the Northwest Indiana Cancer Kids Foundation in supporting programs of research, education, and reallocated research emphasis.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 27th day of August in the year 2018.

TOWN OF HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT

/s/Mark A. Herak

Attest:

/s/Michael W. Griffin, Clerk-Treasurer

Special Announcements: With leave from the Town Council, the Town Council President expressed condolences on the passing of Councilor Zemen's Aunt. The Town Council President further suggested a study session if a quorum was present at the end of the meeting. (*A quorum was not maintained. The study session did not convene.*)

General Orders and Unfinished Business:

1. **Works Board Order No. 2018-28:** An Order Approving and Authorizing Transfer of Fund Balance of Dormant Funds Raised by a General or Special Tax Levy, all Pursuant to IC 36-1-8-5.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2018-28. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives, the motion passed. The order was adopted.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2018-28

AN ORDER APPROVING AND AUTHORIZING TRANSFER OF FUND BALANCE OF DORMANT FUNDS RAISED BY A GENERAL OR SPECIAL TAX LEVY, ALL PURSUANT TO IC 36-1-8-5.

WHEREAS, Indiana Code 36-1-8-5 provides that whenever funds of the unit are raised by a general or special tax levy and the purposes of the tax levy have been fulfilled, and an unused, unencumbered balance remains in the fund, the fiscal body of the political subdivision **shall order** the balance of the fund to be transferred to the general fund of the municipality, unless a statute provides that it be transferred otherwise;

Whereas, The Corporation of the Town has a corporate taxing authority acting as a municipal corporation which is also a political subdivision pursuant to IC 36-1-2-13, executed as the Corporation Exempt Bond and Interest Fund of the Town of Highland;

Whereas, The Parks and Recreation Department has a special taxing district acting as a political subdivision, styled as the Park District of the Town of Highland, which executes this authority as the Park District Exempt Bond and Interest Fund;

WHEREAS, The purpose for which a special levy was raised in the *Park District Exempt Bond and Interest Fund* and the *Corporation Bond and Interest Exempt Fund* have been fulfilled, and there remains and unused, unencumbered balance in **Park District Exempt Bond and Interest Fund in the amount of \$2,368.24 and in the Corporation Exempt Bond and Interest Fund in the amount of \$.52;**

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana acting as the Works Board and the fiscal body of the Town as follows:

Section 1. That the Town Council of the Town of Highland, as the fiscal body of the municipality now finds and determines the following:

(A) That the purposes for which the special tax levy in the Parks District Exempt Bond and Interest Fund, a fund of the political subdivision, have been fulfilled; and

(B) That there exists an unencumbered, unused, unreserved unassigned balance in the fund in the amount of **\$2,368.24**;

(C) That the purposes for which the debt service tax levy in the Corporation Exempt Bond and Interest Fund, a fund of the municipal corporation which is also the political subdivision, have been fulfilled; and

(B) That there exists an unencumbered, unused, unreserved unassigned balance in the fund in the amount of **\$.52**;

Section 2. That owing to the foregoing findings and determination, the unused, unencumbered balance on deposit to the credit of the Park District Exempt Bond and Interest, a fund of the political subdivision, in the amount of Two thousand, three hundred sixty-eight dollars and twenty-four cents (**\$2,368.24**) be transferred to the **Park General Fund as the general fund of the particular political subdivision, pursuant to IC 36-1-8-5(b)(4)**;

Section 3. That owing to the foregoing findings and determination, the unused, unencumbered balance on deposit to the credit of the Corporation Exempt Bond and Interest, a fund of the municipal corporation (political subdivision), in the amount of fifty-two cents (**\$0.52**) be transferred to the **Corporation General Fund, pursuant to IC 36-1-8-5(b)(2)**;

Section 4. That the Park District Exempt Bond and Interest Fund and the Corporation Exempt Bond and Interest both be defeased and abolished immediately following the transfer of the dormant fund balances but not before an audit is performed by the Indiana State Board of Accounts for the year ended December 31, 2017;

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 27th day of August 2018 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. Works Board Order No. 2018-29: An Order Finding and Determining Certain Activities to Be Economic Development Projects and Authorizing these Financing from the Innkeeper Tax Fund

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2018-29. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives, the motion passed. The order was adopted.

**THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2018-29**

**AN ORDER FINDING AND DETERMINING CERTAIN ACTIVITIES TO BE ECONOMIC DEVELOPMENT
PROJECTS AND AUTHORIZING THESE FINANCING FROM THE INNKEEPER TAX FUND**

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.; and

Whereas, IC 36-7-2-7 provides that a municipality may a unit may promote economic development and tourism; and

Whereas, Under the authority of IC 6-9-2 et seq., the Town established an Innkeepers Tax Fund, to serve as the accounting entity of the resources provided under the statute; and

Whereas, IC 36-7-22-3, further defines what may constitute an *economic development project*, which may include designing, landscaping, beautifying, constructing, or maintaining public areas or public ways (including designing, constructing, or maintaining lighting for a public area or public way) and promoting commercial activity or public events; and

Whereas, The Town of Highland receives a distribution of the Lake County Innkeeper Tax, pursuant to IC 6-9-2, the proceeds of which may be used *only for economic development projects* and perhaps tourism; and

Whereas, The Town Council President has recommended and requested that appropriations be authorized in the Innkeeper Tax Fund to support the Invitation Northwest Indiana Symphony and hosting of a hospitable gathering for its members and guests in advance of a public concert at the Monbeck Auditorium; and

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and to authorize the proper officer to cause a public hearing on proposed appropriations in the Innkeeper Tax Fund to favor the recommendation and request of the Town Council President;

Now Therefore Be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the Town Council hereby finds and determines that supporting the performance of the Northwest Indiana Symphony at the public venue of Monbeck Auditorium to be the promotion of a commercial activity and a public event which is consistent with some of the activities which comprise economic development projects pursuant to IC 36-7-22-3;

Section 2. That the Town Council hereby further finds and determines that the partial sponsoring of a hospitable gathering for symphony members and guests in advance of a public concert at the Monbeck Auditorium to be promotion or fostering of economic development and tourism, consistent with those powers conferred under IC [36-7-2-7](#), which may include encouragement of trade shows, visitors, conferences or other special events in the municipality and consistent with the purposes of IC 6-9-2-2(d)(4) and HMC Section 3.45.090 (B)(2);

Section 3. That the Town Council still further finds and determines that the activities described herein, constitute economic development projects and as such are uses and expenditures consistent with the purposes of the **Innkeeper Tax Fund**;

Section 4. That the Town Council favors the request and recommendation of the Town Council President, and concurs and consents to the activities set forth in Sections 1 and 2 of this Order and the use of Innkeeper Tax Fund resources to carry-out these activities;

Section 5. That the Clerk-Treasurer is hereby instructed to take the necessary lawful steps in order to allow the Town Council to properly consider making additional appropriations in the Innkeeper Tax Fund to carry out the purposes and intents of this order.

Be it so Ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 27th day of August 2018 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 3. Resolution No. 2018-35:** A Resolution Authorizing A Training Topic in Support of the Objectives of the Internal Control System and Policy, Pursuant to Chapter 3.60 of the Highland Municipal Code.

Councilor Zemen moved the passage and adoption of Resolution No. 2018-35. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland
TOWN COUNCIL RESOLUTION NO. 2018-35**

A RESOLUTION AUTHORIZING A TRAINING TOPIC IN SUPPORT OF THE OBJECTIVES OF THE INTERNAL CONTROL SYSTEM AND POLICY, PURSUANT TO CHAPTER 3.60 OF THE HIGHLAND MUNICIPAL CODE.

Whereas, The Town of Highland, Indiana is a municipal government operating under the authority of IC 36-5 et seq; and

Whereas, The Town of Highland, Indiana through its Town Council and the provisions of IC 5-11 et seq. has a continuing duty to provide for the training in support of the Internal control System and Policy; and

Whereas, The Town Council of the Town of Highland, Indiana has **ultimate authority** for the establishment of an internal control policy and is the body tasked with oversight in support of the Internal control System and Policy, pursuant to Section 3.60.080 of the Highland Municipal Code;

Whereas, It is necessary for the Town of Highland, to authorize and conduct on-going training in the objectives of the Internal Control System; and

Whereas, The Town Council of Highland desires to carry out its charge under the provisions of Chapter 3.60 of the Highland Municipal Code and authorize a training related to the Internal Control System,

NOW, THEREFORE IT IS HEREBY RESOLVED by the Town Council of the Town of Highland, County of Lake, Indiana as follows:

Section 1. That the Town Council of the Town Highland, hereby restates the objectives of the Town's internal controls as follows:

(1) *Operations Objectives.* These objectives involve the ways governmental services are performed and the performance of those providing governmental services including by way of example budgeting, purchasing, permitting, cash management, and planning among others.

(2) *Reporting Objectives.* These objectives involve the filing of financial and nonfinancial information to those inside the government and those outside of the government including by way of example filing the annual report, audit and examination cooperation, filing uniform conflict of interest forms, and the other filings with any governmental agency or official or information required to be maintained on file such as an OSHA log and responding to a public records request among others.

(3) *Compliance Objectives.* These objectives involve the adherence to law and regulations including by way of example following guidance documents such as the State Board of Accounts' manuals, bulletins, directives and the department of local government finance's forms and directions and including other outside-of-government trainings and documents. [Ord. 1640 § 1, 2016].

Section 2. That pursuant to HMC Section 3.60.070 (B), *The personnel of the town of Highland whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity shall be trained, unless on leave status, on the minimum internal control standards and procedures and any other standards and procedures determined necessary by the town of Highland and shall cooperate with the clerk-treasurer or designee so that the clerk-treasurer can timely certify to the State Board of Accounts that the training was received by personnel as provided by law;*

Section 3. That the Town Clerk-Treasurer is hereby authorized to cause training of the relevant employees and all department heads in the operations objective of cash management, particularly seeking training in *cash handling*.

Passed and Duly Adopted by the Town Council, Lake County, Indiana this 27th day of August 2018. Having been approved by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

4. Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for 4 workers in the **Public Works Department** (agency). Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

The Operations Director requests that the Town Council act favorably on the Letters of Commendation for the following workers, who are selected as Employees of the Month:

- *Sean Matusik, April 2018*
- *Dan Clayton, May 2018*
- *Kevin Higgins, June 2018*
- *Kim Webb, July 2018*

Councilor Vassar moved that the persons named be commended for exemplary public service and an additional paid day off be granted to each. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The workers were commended for exemplary public service and awarded an additional single paid day off.

5. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *Operations Director recommends the following:*

(A) *The hiring of **Michael Maslen**, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$12.43 per hour. (He currently is a part-time laborer). This will not increase the full-time workforce greater than the authorized work force strength.*

Councilor Kuiper moved that Michael Maslen be hired to the position of Utility Worker B at the rate of pay indicated. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. Mr. Maslen was hired.

6. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of **\$3,000** in the **Innkeeper Tax Fund** and in the amount of **\$8,824** in the **Redevelopment General Fund**.

Councilor Zemen moved to authorize the proper officer to publish notice of a public hearing regarding the funds indicated. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The publication and the hearing was authorized.

Councilor Kuiper departed at this time owing to a work commitment.

Comments from the Town Council:

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors • Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Redevelopment Director, who offered a brief survey regarding prospective new businesses at the site of the former Lincoln's Restaurant and noted that the Green Witch Juice Shop was now operating in the site of the former Singer Sewing Machine Store.

Councilor Zemen acknowledged the IT Consultant (contract) who discussed the need to discuss a means to have email back up to comply with the record retention rules of the state.

- **Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar acknowledged the Parks and Recreation Superintendent, who offered a brief survey of the forthcoming events, and noted that the Skate Park would soon be completed, with an expected grand opening ceremony to be conducted on September 29, 2018.

Councilor Vassar expressed condolences to the Nation and the family of Sen. John McCain, late of Arizona.

- **Councilor Steve Wagner:** • *Advisory Board of Zoning Appeals Liaison.*

Councilor Wagner was absent owing to a work related matter.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

No present at the time of this item of business owing to a work commitment.

- **Councilor President Mark Herak:** *Town Executive • Chair of the Board of Police Pension Trustees • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Town Board of Metropolitan Police Commissioners, Liaison.*

The Town Council President acknowledged the Fire Chief who offered a survey of recent fire calls.

The Town Council President acknowledged the Building Commissioner who offered a survey of ABZA matters. The Building Commissioner also noted that he is searching for a successor to the current Code Enforcement Officer.

The Town Council President acknowledged the Public Works Director who offered a status report on current road improvement projects including the Wicker Park Drive Reconstruction Project.

With leave from the Town Council, the Town Council President asked that a letter from Tom and Betty Koenig, expressing thanks to the Town Council for finding a way to install a sidewalk at 8721 Orchard Drive, serving the residence of their daughter who has a disability, requiring a wheel chair.

Comments from Visitors or Residents:

1. Elijah Aurand, 9315 Farmer Drive, Highland, noted that the Town website still showed Councilor Vassar as Town Council President. Councilor Vassar indicated that he would contact the website content manager.

Mr. Aurand further inquired whether there was any further information regarding the proposed relocation of the Town Hall. He was advised that there was no further information.

Mr. Aurand still further inquired about the relocation of the Public Works facility and whether the current site would be demolished. He was advised that the matter is still pending.

2. Michael Upchurch, 3133 Garfield, Highland, inquired about the merits of building a new public works facility, rather than retrofitting the current one. He further expressed concern regarding the possible removal of the existing softball fields at Sharp Athletic Complex. Councilor Vassar met with Mr. Upchurch following the meeting to discuss Mr. Upchurch's concerns.

3. Larry Kondrat, 3115 4th Place, Highland, asked about the policies regarding incentives for new development and the development's value to the Town that are located in Tax Increment Allocation Areas.

Mr. Kondrat urged the Town Council to take a greater look at Allocations Areas.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **August 14, 2018 through August 27, 2018** and the **payroll docket for August 3, 2018**. Councilor Zemen seconded. Upon a roll call vote, there were three affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$190,153.37; Motor Vehicle Highway and Street (MVH) Fund, \$18,321.16; Local Road and Street (LR&S) Fund, \$11,322.14; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,368.78; Capital Projects Retainage Agency Fund, \$67,900.83; Corporation Bond and Interest, \$350.00; Information and Communications Technology Fund, \$9,334.01; Special Events Non-Reverting Fund, \$3,591.10; Police Pension Trust Fund, \$209.00; Traffic Revenue and Law Violations Fund, \$6,750.00; Municipal Cumulative Street Fund, \$10,186.48; and Gaming Revenue Sharing Fund, \$24,563.56; Total: \$344,050.43.

Payroll Docket for payday of August 3, 2018:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$13,604.11; Building and Inspection Department, \$8,600.74; Metropolitan Police Department, \$113,803.66; Fire Department, \$3,220.03; Public Works Department (Agency), \$69,163.44; and Police Pensions, \$0.00. Total Payroll: \$208,427.98.

Adjournment of Plenary Meeting. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Zemen seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, August 27, 2018 was adjourned at 7:44 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer